

CLAIM FOR TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES
Please type/write clearly in pen in BLOCK CAPITALS otherwise payment could be delayed

First Name of Claimant:			Family Name:				
Country of Residence:		Country of Nationality:		Dates: Copied	Rec'd SCOBE	Chk/App'd Finance	
Organisation Name:							
Organisation Address:							
Purpose of Visit: KEYNOTE SPEAKER EUROPEAN SUMMER SCHOOL ON HYDROGEN SAFETY, UNIVERSITY OF ULSTER, 21st - 30th July 2008							
DETAILS OF CLAIM							
Subsistence - Maximum daily allowance €140 (≈£110)			Currency:	Amount: £	confirm that supporting receipts are attached		
1-211-R-0203-206-	Accommodation: Complete if staying on campus actual nights up to maximum 10 nights @ £35.00 pn		UK£		Journal Transfer <input type="checkbox"/>		
	Accommodation: Hotel or similar - Complete this line <u>ONLY</u> if staying off-campus		UK£		Receipt(s) attached <input type="checkbox"/>		
	Meals (please note that alcohol cannot be claimed for - subtract from total & delete from any supporting receipt)		UK£		Receipt(s) attached <input type="checkbox"/>		
	Travel to and from campus and hotel/restaurants (whilst in Belfast, after arrival up to departure)		UK£		Receipt(s) attached <input type="checkbox"/>		
Subtotal in UK£ of Subsistence			206-00	UK£			
Transport - Home to and from Belfast - Allowance €600 (≈ £472) or			Currency	Amount	Official Rate ♣	Amount: £	confirm that supporting receipts are attached
Air * travel	205-00	Starting outside EU					Copy of ticket(s) <input type="checkbox"/> + boarding passes <input type="checkbox"/> Receipt(s) attached <input type="checkbox"/>
	204-00	Starting in EU but not UK	/ €				
	204-00	Within UK	£		1.0000		
Sea *	205-00	Starting outside EU					Receipt(s) attached <input type="checkbox"/>
	204-00	Starting in EU but not UK	/ €				Receipt(s) attached <input type="checkbox"/>
	204-00	Within UK	£		1.0000		Receipt(s) attached <input type="checkbox"/>
Rail *	205-00	Starting outside EU					Receipt(s) attached <input type="checkbox"/>
	204-00	Starting in EU but not UK	/ €				Receipt(s) attached <input type="checkbox"/>
	204-00	Within UK	£		1.0000		Receipt(s) attached <input type="checkbox"/>
Bus/ coach	205-00	Starting outside EU					Receipt(s) attached <input type="checkbox"/>
	204-00	Starting in EU but not UK	/ €				Receipt(s) attached <input type="checkbox"/>
	204-00	Within UK	£		1.0000		Receipt(s) attached <input type="checkbox"/>
Taxi *	205-00	Starting outside EU					Receipt(s) attached <input type="checkbox"/>
	204-00	Starting in EU but not UK	/ €				Receipt(s) attached <input type="checkbox"/>
	204-00	Within UK	£		1.0000		Receipt(s) attached <input type="checkbox"/>
Subtotal in UK£ of Travel		205-00	Outside EU				
		204-00	Within EU but not UK				
		204-00	Within UK				
Subtotal in UK£ for Travel & Subsistence							
Less accompanying persons meals/refreshments - not prepaid (Lun, HyD, WR)						confirmed <input type="checkbox"/>	
Less Sunday Social events for accompanying persons - if not prepaid						confirmed <input type="checkbox"/>	
Less total accommodation provided (includes accompanying persons, extra nights > 10, etc. - if not prepaid) nights x £35.00						confirmed <input type="checkbox"/>	
Less Extras - including: 3 rd ESSHS Presentations CD, Photo DVD, unreturned badges and/or adaptors, unreturned LAN cables, Sports membership, postage						confirmed <input type="checkbox"/>	
↑ (£7 + £2 + £2 + £10 + £10 + £10 +) = £			Grand Total in UK£			Checked & Agreed <input type="checkbox"/>	
Notes: * please total items in same currency in each category ♣ UU Finance use www.xe.com rate, provided to you on final day of School					Grey areas for official use by UU only ESSHS-EXP-KS-080731-2		

PAYMENT INFORMATION					Checked - Accounts <input type="checkbox"/>	
Your details and Bank information for reimbursement transfers						
First Name of Claimant:			Family Name:			
Home Address:						
Bank Name:						
Bank Branch / Address:						
Sort Code:		IBAN:			SWIFT:	
Account Name:				Account No:		
Additional information / Reference to your Bank:						
Preferred currency:	£ / € / \$ /	2 nd Choice	£ / € / \$	Used:	Cheque issue: YES / NO	
Total reimbursed in UK£				£	Uncrossed: YES / NO	
Cost Centre to be charged:			1-211-R-0203			
Date of Reimbursement:			Method:			

NOTE: YOU ARE ADVISED TO KEEP A COPY OF THIS FORM AND ALL RECEIPTS FOR YOUR RECORDS

I certify that this expenditure was incurred solely for attending the European Summer School on Hydrogen Safety at the University of Ulster, Belfast, and all amounts claimed are in strict accordance with the rules.

I also confirm that I have completed and submitted (tick boxes as applicable):

EC Feedback Questionnaire online

UU's 3rd ESSHS Feedback Form

checked by RPM

checked by RPM

Date: **X** ..DD../MM./2008 Signed:..... **X**

Claimant

This claim is recommended for payment.

Initial check

Robert P. Morley

Date: Signed:

Authorised Signatory Name:

SCOBE/Faculty of Engineering

Please read and follow the prescribed rules as per your copy of:

“Notes on Reimbursement of Expenses & General Information”

Please submit this form by **15/09/2008** (and you must attach all original receipts) - if by post please send to:

Robert P. Morley
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